

Trustee Student Org Check Request (REGIONAL)

Monthly Bill -or- Reimbursement Request

Use this if you are requesting a reoccurring check for a bill or individual. Below is an outline of each header and the questions asked. **This should rarely be used.** Items in red are required on the form.

Request

- **Request Title:** Try to match with the reason for your request. Ex: SGA Halloween Food
- **Description:** Describe the reason you are making the request

Basic Information

- **Choose Org:** Select a campus
- **Additional information:** Describe the reason you are making the request
- **Type of Request:**
 - **Option 1: Monthly Bill:** Regularly process bill set up through University billing, Kuali or KFS. Internal billing system
 - **Option 2: Advance Purchase Request:** Request for reimbursement has been reviewed and agreed upon in advance
 - **Option 3: NOT Advance Purchase Request:** Request for reimbursement was not reviewed and agreed upon in advance

Option 1: Monthly Bill

- **Choose the Month**

Continue to the last section titled Requested Total

Option 2: Advance Purchase Request

Reimbursement Payee Information

- **By Submitting/Approving:** read carefully and select yes
- **Please Explain:** Explain why you need a check and why direct payment was not possible through other means
- **Complete Payee Name:** Exact spelling of the name of the individual receiving the check
- **Mailing Address:** Full mailing address
- **Additional Payee Contact:** complete as much information as possible
 - Uconn email
 - Cell phone,
 - School address (if possible)
 - Personal email address
 - Home phone (can put cell phone number again)
 - Home mailing address (not a residence hall/campus address)
 - Work email address
 - Work phone number
 - Work mailing address

Continue to the last section titled Requested Total

Option 3: NOT Advance Purchase Request

Purchase Request Information

- **Purchase Requests...:** What was the extenuating circumstance that the normal process for requesting payment/reimbursement was not followed?
- **Indicate Committee:** What is your committee, program name and/or Tier II RSO name
- **Who is/are the target audience...:** Identify your target audience according to the definitions below
 - **The entire student population:** The event is open to all students regardless of membership. SGA may exclude non-fee paying students. AKA students who do not pay an activities fee
 - **Or organization/members:** The event is only for members of your organization. For SGA this means only members listed on the SGA roster
 - **Tier II organization:** any Tier II organization should select this
 - **Other:** An individual or a Tier I organization
- **Justification and Business Purpose:** provide a description justifying why the purchase will benefit your audience
- **Vendor Information:** provide your vendor information if you have it
- **Event Association:** Yes/no; is the request associated with an event
 - **If yes:** you'll need to provide:
 - **Event name**
 - **Description of event**
 - **Event Location**
 - **Start Date**
 - **Start Time**
 - **End Date**
 - **End Time**

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Requested Total

+ ANOTHER "EXPENSE TYPE/CODE" SECTION

Select "+ Another Expense Type/Code Section" to add a NEW line item category. Think of this as adding subjects or headers to your shopping list. Ex: Fruit, Vegetables, Office Supplies. The items

+ ADD ITEM

Select "+ Add Item" for EACH item that falls under ONE category. Think of this as the items that fall under each header/subject on your shopping list. Ex: Your header is Fruit, so you might have grapes, strawberries, apples as individual items. You would select "+ Add Item" for each piece of fruit that you're adding

- **Line Item Category:** See [chart at end of document](#)
- **Name:** Item title (assorted chocolate, Artist name, etc.)
- **Description:** Describe the item (variety of hershey's miniature chocolate including original, krackle & mr. goodbar; PSA Agreement to include performance by JayZ including equipment, entourage, meals, airfare)
- **Quantity**
- **Cost**
- **Support Document:** Items may include meeting minutes authorizing the purchase, travel schedule, game schedule, off-campus activity advising form, map of destination, Tier II roster, space reservation, etc.

Line Item Category Chart

No.	Title	Description	Example
602	Dues	Payment by your organization for membership.	National Organization or refunding a member
603	Gifts	Payment to purchase something for a member where the member was not charged and there was no winner.	Flowers, gift card, apparel or graduation stoles
604	Photocopying	Payment for photocopying only of original material provided by the organization, not printing (see below)	Copies of a flyer your member made at Staples or Document Production
605	Postage/Shipping	Payment for outgoing postage or shipping, shipping from the organization to others	Stamps, UPS, FedEx, DHL for shipping from your organization to others
606	Printing	Payment for production of original printed material, not photocopying (see above)	Professional brochures, magazines, posters, business cards or letterhead

607	Promotional Items	Payment for general public giveaways of branded materials that are not for advertising or resale and includes tax and shipping to the organization	Branded t-shirts, water bottles, lanyards or stickers to give away to people outside the org
608.1	Refreshments – Org Member Only	Payment for refreshments restricted to members of an org for a regular org meeting or workshop	Food, beverages, candy, meals, ice cream, soda, water, pizza, catering for an org meeting
608.2	Refreshments – Org Events/Programs	Payment for refreshments specifically for an org event or program often including people outside of the org	Food, beverages, candy, meals, ice cream, soda, water, pizza, catering for an event
609	Subscriptions	Payment for material received, or access to material for a specific amount of time	Magazines, periodicals, newspapers, online accounts which includes access to software for a specific term
610.1	Supplies/ Materials – Organization	Paper, pens, folders, cleaning supplies, custodial items, paper goods, plastic cutlery	Paper, pens, folders, cleaning supplies, custodial items, paper goods, plastic cutlery
610.2	Supplies/ Materials – Events/Programs	Payment for supplies/materials, including tax/shipping for a specific event or program; anticipated to be used up within a year, not appropriate for inventory	Decorations, paper plates and cups, plastic cutlery for a special event or program
612	Advertising	Payment for an advertising or marketing services	Newspaper, magazine, radio, bus, yearbook, table tents or program advertising
613	Awards and Prizes	Payment for an award or prize where a winner results from a drawing or selection process	Scholarships, door prizes, gift cards, trophies
615.1	Contractual Services – Organization	Payment for a service provided to the organization in general, by a person or vendor by agreement	Custodial services, web hosting, equipment maintenance for the organization in general
615.2	Contractual Services – Events/Programs	Payment for a service provided for an organization event/program, by a person or vendor by agreement	DJ, band, referees, police, security, honorariums, speaker, service contracts for an event or program
617.1	Sales Expense – Cost of Food Sold	Payment for refreshments sold including tax and shipping to the org	Bottled water, candy, donuts, cookies, brownies, cupcakes
No.	Title	Description	Example
617.2	Sales Expense – Cost of Merchandise Sold	Payment for items or merchandise sold including tax and shipping to the org,	Clothes, t-shirts, buttons, stickers, flowers, CDs, jewelry, posters

617.3	Sales Expense – Cost of Participation	Expense for participation for which the group is charging	Non-contractual program expenses: bowling, movie tickets
617.4	Cost of Services Sold	Expense for services rendered for which the group is charging	Car wash, dog wash, service auction, henna, clean-up and set-up
622.1	Registration Fees	Payment to register the group or individual	Conference, sporting event, convention, competition, clinic, leadership training & development
622.2	Entry Fees	Payment for group or individual entry fee where no payment was collected from org member	Admission to a museum, movie theater, bowling alley
623	Rental	Payment for rental for org	Equipment, facilities, halls
624	Travel	Payment for travel of group or members	Airfare, taxi, parking, gas, tolls, mileage, hotels, trip meal reimbursements, bus rentals, internet expense while travelling
625	Equipment/ Durable Goods	Payment for items each under \$1,000 whose life expectancy exceeds a year, must include in controllable inventory	Physical software CD, electronics, banners
626	Equipment Capital	Payment for items each over \$1,000 whose life expectancy exceeds a year, must include in reportable inventory	Physical software CD, electronics, banners
627	Insurance	Payment for insurance coverage	Coverage for building, tower, vehicle, events liability
628	Repairs and Maintenance	Payment for repairs and maintenance only for fixed assets	Building roof, plumbing, electrical
640	Business Taxes	Payment made by the University or Tier III Org only for business tax	Performance tax, sales tax, unrelated business income tax

Trustee Student Org Check Request (REGIONAL)

[Reimbursement Request](#)

Use this if you are requesting a one-time check to reimburse an expense. Below is an outline of each header and the questions asked. **Items in red** are required on the form.